# **HMIS Data Quality Report Card**

Sample Reporting Period 7/1/2013-7/31/2013

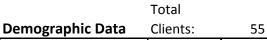
#### PROGRAM INFORMATION

Agency Name: Frazee Community Center

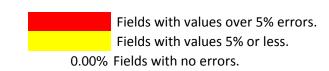
Type: Emergency Shelter

## **Data Quality and Completeness:**

Complete and accurate records are needed to ensure quality data. A program's percentage of missing, unknown, invalid and refused all for all required Universal Data are used to evaluate data quality. The higher a program's percentage of missing or erroneous data, the less useful and meaningful that data becomes.



	# Missing	% Missing		
Race	0	0.00%		
Ethnicity	0	0.00%		
Gender	0	0.00%		
Veteran	0	0.00%		
Disabling condition	0	0.00%		
Residence Prior	2	3.64%		
length of Stay	2	3.64%		
Zip Code	0	0.00%		
Housing Status	0	0.00%		
Entry Date	0	0.00%		
Exit Date	0	100.00%		



Missing data includes responses such as: "Don't Know," "Refused," "Unknown," and invalid responses. A program should have less than 5% missing field rate in order to ensure accurate data. Missing intake and exit data needs to be reviewed by staff on a regular basis and any additional Universal Data Element information received from the consumer after intake should be entered into HMIS.

### **Bed Utilization**

Program	Bed Count	Occupying Individuals	Percent Bed Occupancy
Emergency Shelter	14	10	71%

<sup>\*</sup>Typically, programs reporting over 105% of their beds are occupied are failing to exit clients from their HMIS.

### **Report Name: Data Timeliness Report**

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Program	1 - 7 days	8 - 14 days	15 - 21 days	22 - 30 days	31 - 60 days	61 - 90 days	over 90 days		
Emergency Shelter	11	13	7	14	3	1	1		

<sup>\*\*</sup>Typically, programs reporting that less than 65% of their beds are occupied are not entering all clients into their HMIS.

This report calculates the difference between the program entry date specified for the client and the date the client's application was entered into the system. For example, if a client's Program Entry date of "April 4, 2013" was recorded on April 9, 2013, then the report would calculate a 5 day lag time in recording data. The report groups the number of applications by program and has 7 buckets for the number of days an application has been lagging.